

**DISTRICT OF COLUMBIA  
FIRE AND EMERGENCY MEDICAL SERVICES DEPARTMENT**

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**BULLETIN NO. 93**

**OCTOBER 2006 (Revised)**

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**GUIDELINES FOR PREPARING TECHNICIAN EXAM**

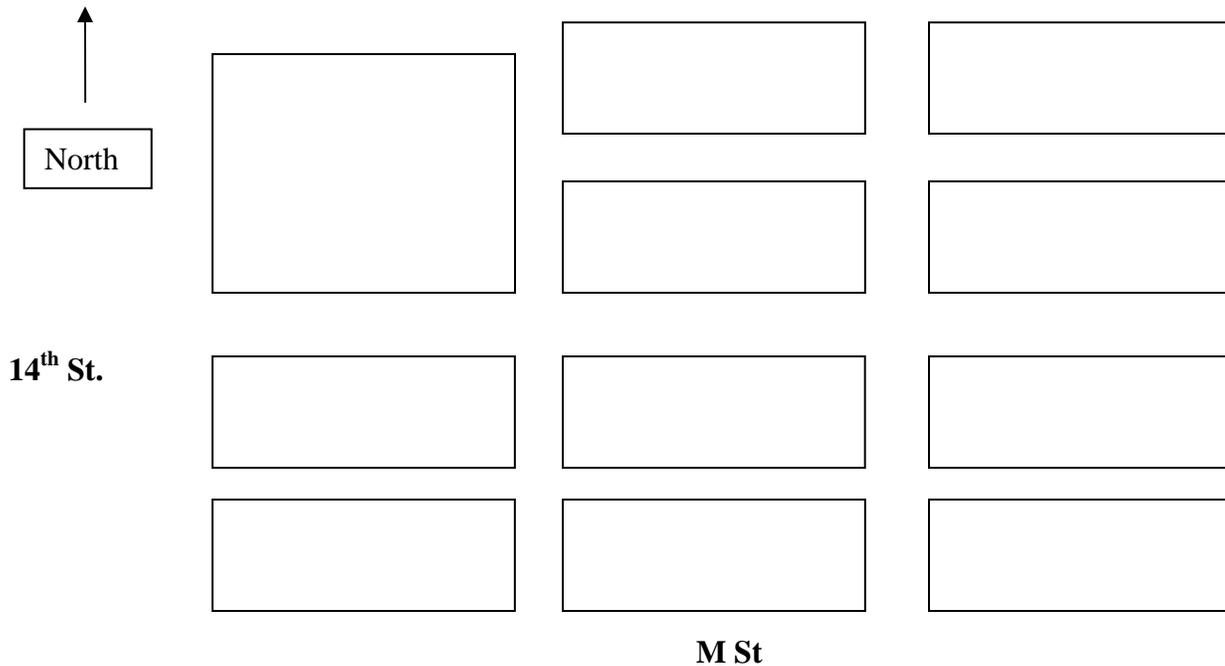
**The following guidelines were established by the Training Academy to assist in the preparation and administration of the written competitive examination to be used in determining members, “Knowledge of Box Alarm District”. In addition, utilize the *Local 36 Collective Bargaining Agreement* Article 21 (“Selection of Technicians”) to be guided in the process.**

The Captain and Lieutenants of the unit concerned, acting jointly, shall in all matters of administration of this examination:

1. Insure objectivity of the questions and answers.
2. Exercise every precaution to keep the questions in strictest confidence until the scheduled time of the examination.
3. Maintain integrity of the testing procedure to provide equal opportunity and fairness to all candidates.
4. Use material in the examination which is based upon the unit’s box alarm district information source and which is available to all applicants for the vacant position.
5. Prepare an examination to consist of such numbers of questions as will test a member’s knowledge of a total of 40 items in his box alarm district. Examination to consist of at least 3 and not more than 10 items from each of the following categories (for a total of 40):
  - a. Routes to fire alarm box location, listing right and left turns as written in Company information book.
  - b. Locate by street boundaries: short streets, places, courts, alleys, etc.
  - c. Intersecting streets and block numbers to the right and left along a given street, avenue, drive, terrace, etc.
  - d. Locate by street boundaries: buildings presenting unusual hazards or occupancies.
  - e. On a map, which provides only the information necessary for the applicant to orient himself, locate such numbers of items desired concerning a specific square or block as street boundaries, block numbers, hydrants, etc.

**Map Example:**

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6. Provide a neatly prepared question sheet for each applicant.
  7. Schedule and conduct a single examination for all applicants at the respective unit's quarters.
  8. Score the examination on the basis of 100, each correct item having a point value of 2.5. A score of 70 is considered passing. The examination score shall be translated into points for the purpose of computing the relative rating by multiplying the scores by the percentage established in Article 21 of the *Local 36 Collective Bargaining Agreement*.
  9. Provide that each applicant may review his test paper and be provided correct answers to all questions.
  10. Preserve all examination papers until the selection process has been completed and a member is assigned as technician to fill the vacancy
  11. **Contact the Training Academy (Driving Instructor) to schedule a test date and obtain study material for the Academy portion of the testing.**